

## **Submittal Checklist**

*Respondents should provide nine (9) complete sets of information composed of the following:*

### **Cover Sheet & Commitments**

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- ☐ Proposal Cover Sheet (Form 1)
- ☐ Developer's Statement for Public Disclosure (Form 2)
- ☐ Owner(s) of Development Entity (Forms 3a & b)
- ☐ Authorization to Release Information (Form 4)

### **Qualifications**

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- ☐ Resumes of Key Personnel and/or Consultants
- ☐ Development Team (Form 5)
- ☐ Development Team Experience (Form 6)
- ☐ The two most recent annual financial statements, including balance sheets, profit and loss statements, and a list of all current loans outstanding, if applicable
- ☐ A letter from a financial institution (or institutions) that will demonstrate an interest in providing financing for the project.
- ☐ Organization brochures/annual reports

### **Development Proposal**

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- ☐ Project Description
- ☐ Drawings and Site Plan
- ☐ Development Budget (Forms 7a & b)
- ☐ Residential Per Unit Cost & Financing (Form 8)
- ☐ Cash Flow During Development (Form 9)
- ☐ Proposed Rents (Form 10)
- ☐ Operating Pro-Forma (Form 11)
- ☐ Homeownership (Form 12)
- ☐ Development Timeline

# APPENDIX A

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## FORM 1

### PROPOSAL COVER SHEET

This proposal is specifically for the purchase and development of the property as described in the Hiawatha Village and Dearborn Commons RDQ/P dated January 2, 2004.

The identity of the Lead developer for the purpose of this submittal:

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Name

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Address

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Contact

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Phone

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Date

Proposed Purchase Price:

\$ \_\_\_\_\_

Proposed Lease:

\$ \_\_\_\_\_ (Monthly)

Term \_\_\_\_\_ (Years)

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## FORM 2

### DEVELOPER'S STATEMENT FOR PUBLIC DISCLOSURE<sup>1</sup>

1. \_\_\_\_\_  
Name and address of developer

2. If the developer is not an individual doing business under his or her own name,

a) the developer is organized and operating under the laws of

\_\_\_\_\_ Washington State

\_\_\_\_\_ Other: \_\_\_\_\_

b) has the status indicated below:

\_\_\_\_\_ A corporation

\_\_\_\_\_ A nonprofit or charitable institution or corporation

\_\_\_\_\_ A partnership or joint venture known as

\_\_\_\_\_ A federal, state or local government or instrumentality thereof

\_\_\_\_\_ Other (explain)

3. \_\_\_\_\_  
City of Seattle Business License Number

4. \_\_\_\_\_  
Federal Tax ID Number

5. If the developer is not an individual or a government agency or instrumentality, the incorporation date of organization is

\_\_\_\_\_

6. List name, address, title of position (if any), and nature and extent of the interest of the officers, principal members, shareholders, and investors of the

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<sup>1</sup> If space on this form is inadequate for any request information, it should be furnished on an attached page that is referred to under the appropriate numbered item on the form.

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developer, other than a government agency or instrumentality, are set forth as follows:

- a. If the developer is a corporation, identify the officers, directors, or trustees, and each stockholder owning more than 10% of any class of stock.<sup>2</sup>
- b. If the developer is a nonprofit or charitable institution or corporation, identify the members who constitute the board of trustees or board of directors or similar governing body.
- c. If the developer is a partnership, or joint venture, identify each partner, indicating whether a general or limited partner, and either the percent of interest or a description of the character and extent of interest.
- d. If the developer is some other entity, describe the entity and identify the officers, the members of the governing body, and each person having an interest of more than 10%.

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<sup>2</sup> If a corporation is required to file periodic reports with the Federal Securities and Exchange Commission under Section 13 of the Securities Exchange Act of 1934, so state under this item. In such cases, furnishing the information referred to in this item and in item 7 is not required.

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## FORM 3a

Name, Address, and Zip Code	Position Title (if any)	Percent of Interest or Description of Character and Extent of Interest

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7. List name, address, and nature and extent of interest of each person or entity (not included in the response to Item 5) who has a beneficial interest in any of the shareholders or investors named in response to Item 5 that gives such person or entity more than a 10% indirect beneficial interest in the development proposal.

## FORM 3b

Name, Address, and Zip Code	Percent of Interest or Description of Character and Extent of Interest

## FORM 4

### AUTHORIZATION TO RELEASE INFORMATION

You are hereby authorized to release any information that you may have in your files concerning me, including, but not limited to:

- Employment records/income information
- Bank account information
- Revolving charge and loan information
- Credit and financial reports
- Mortgage and contract information

to the following agency:

- City of Seattle
- Office of Housing
- 700 Fifth Avenue, Suite 5700
- Seattle, WA 98104-5032

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Authorized by

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Developer's Name

Date

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Developer's Signature

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Social Security or Tax I.D. Number

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Address

Phone

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City

State

Zip

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## FORM 5

### DEVELOPMENT TEAM

Name	Company	Job Title



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## FORM 6

### DEVELOPMENT TEAM EXPERIENCE

#### Completed Projects

Project Name	Location	# of Units	Year Completed	Total Project Cost	Sources of Financing

#### Projects Under Development

Project Name	Location	# of Units	Year Completed	Total Project Cost	Sources of Financing